



Garrett Park
Town Hall Use Permit
10814 Kenilworth Avenue
Garrett Park, MD 20896

Name/Organization: _____

Address: _____ PO Box: _____

Phone H: _____ W: _____ C: _____

Email: _____ Fax: _____

The party named above is authorized to use the facilities of the Garrett Park Town Hall

for the period specified: Date: ____/____/____ Time: ____--____

Event: _____ Estimated Attendance: _____

If you are paying by check, please make payable to: **Town of Garrett Park**

Combined Rental/Alcohol/Piano Fee: \$_____

Security Deposit: \$_____ (Separate check from the above) Date Received: _____

I understand that failure to leave the Town Hall as clean and tidy as I found it or damage to any portion of the hall or to its contents will result in partial or complete loss of the renter's security deposit and may result in additional financial compensation to The Town of Garrett Park. Renters will receive their security deposit refund upon approval of Town maintenance staff.

NOTE: Montgomery County fire officials limit occupancy of the building to 75 people.

I agree to the Conditions for Town Hall Use printed here and on subsequent pages of this form.

Renter: _____

**Please return documents and checks to: Elizabeth Henley, Town Hall Manager
Garrett Park Town Office,
P.O. Box 84
Garrett Park, MD 20896-0084**

Garrett Park Town Hall Fee Schedule

- A. **\$600** Non-residents of the Town of Garrett Park, or non-Garrett Park organizations (even if membership includes residents of the Town).
- B. **\$300** Garrett Park Estates/White Flint Park residents
- C. **\$125** Garrett Park residents using the Hall for private events.
- D. **\$125 / \$300 / \$600 Security Fee, separate check, equal to rental fee**
- E. **Fee to teach classes: \$50 per class**, nonresident; **\$35 per class**, Garrett Park resident
- F. **No charge:** Garrett Park Citizens Association, Garrett Park Women's Club, and community activities sponsored by either organization; memorial services for Garrett Park residents and their families; other Town exempt groups.

_____RENTAL FEE \$_____

_____LIQUOR PERMIT **\$50**

_____PIANO FEE **\$50**

_____SECURITY DEPOSIT **\$125 / \$300/ \$600**

Rental Cancellation Policy

Cancellations	Town Residents	Non Residents-reduced fee	Non Residents
Received 21 or more days prior	Full Refund	Full Refund	Full Refund
Received 3-20 days prior	\$65 Cancellation Fee	\$150 Cancellation Fee	\$300 Cancellation Fee
Received less than 3 days prior	\$125 Cancellation Fee	\$200 Cancellation Fee	\$450 Cancellation Fee

Conditions for Town Hall Use

In connection with the permit granted for use of the Town Hall, **the person in charge of the event agrees to the conditions listed below.** Damage to the Hall or any of its contents and /or failure to leave the Hall as clean and tidy as you found it will result in partial or full loss of your security deposit. In some cases circumstances may require additional fee compensation. Cleanup must be completed by the culmination of your event.

1. **The Town of Garrett Park has adopted Ordinance 2019-6 “Single Use Plastics” that bans the use of single-use plastic straws at Town owned properties including leased spaces (i.e. Town Hall rentals).** Straws, which may be lawfully provided, must be made of biodegradable material such as paper or hay. Beverages with an attached straw (children’s juice boxes, for example) are acceptable. Any violation is a municipal infraction *with a penalty for each offense of \$100.*
2. **Put all refuse resulting from use of the Town Hall into the provided plastic trash bags and place in the barrels outside to the right of the kitchen door.** The town also provides blue bins for recyclable glass, bottles, plastic and cans also located outside near the kitchen door.
3. **Bathrooms must be left clean** and all bathroom trash bags placed in the trashcans outside.
4. **Renters are responsible for vacuuming all rooms in the hall** thoroughly before leaving. The vacuum cleaner is located onstage in the closet to your left as you face the stage.
5. **Activities in the Town Hall must be concluded by 10:30 pm,** cleanup completed and the Town Hall and grounds cleared by 11:00 pm.
6. **No electronically amplified musical instruments may be operated except** by special permission of the Town Hall Manager or the Town Manager.

Granted by _____ Date _____

7. **Alcoholic beverages may not be sold,** and served only if you have obtained a **Permit for the Consumption of Alcoholic Beverages on Town Property** through the Town Office.
8. **Staples, tape, tacks, or nails may not be used** on any Town Hall walls, doors, or panels.
9. **Benches or carpet removal is prohibited.**

10. **A variety of classes take place regularly in Town Hall.** Renters are not permitted to use exercise, yoga, film or musical equipment located on the premises. **Violation of this will result in fees withdrawn from your security deposit.**
11. **NO FLAME IS PERMITTED INSIDE OR OUTSIDE the Town Hall.**
This includes birthday candles and Sterno.
12. **The kitchen is available for warming only.**

NOTE: Montgomery County Fire Marshall limits occupancy of the Town Hall to 75 people.

Please be considerate of our Town Hall neighbors:

NO BLOCKING of resident driveways
NO PARKING in resident driveways

Emergency Weekend/Evening contacts: Town Hall Manager: 917-628-6684
Mayor: 301-875-5157